

13 JUL 1964

MEMORANDUM FOR: Director of Personnel

SUBJECT : Inspector General's Survey of the Office of Personnel

Listed below are comments on Part 9 of the Inspector General's Survey of the Office of Personnel. These comments can be incorporated in your reply to the IG or, if you prefer in the case of Recommendation No. 12, passed on to [REDACTED] for his use in preparing the IG/S reply.

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Recommendation No. 11

The Director of Personnel review former and current proposals for an executive development program and submit a new proposal to the HDCI which will identify and provide special development opportunities for employees with potential as generalists for senior managerial and executive responsibility.

Comment

The Executive Director-Comptroller has now reviewed the proposals for an executive development program that were submitted to him last August by the Director of Personnel. Some revisions have been made in the proposals and we understand they are either being considered by the HDCI or in transit to him. In any case, the Inspector General has suggested that we defer action on Recommendation No. 11 until further word is received on the matter.

Recommendation No. 12

The Deputy Director for Support:

- a. Expedite the issuance of revised personnel regulations on Employee Conduct, Manpower Controls, Position Analysis, Hours of Work, Pay and Involuntary Separations.
- b. Revise Confidential Fund Regulations on Staff Employees, Staff Agents, Military Staff Agents, Rights, Salary, Contractual Agreements for the Covert Support of Operations issued in 1950 and 1951.

Comment

a. The revised regulation on Position Analysis [REDACTED] was published 9 June 1964. The [REDACTED] on Employee Conduct [REDACTED] was sent out for Formal Agency coordination 8 June, and the regulations on Pay [REDACTED] went out for coordination 23 March. The revised regulations on Hours of Work [REDACTED] were submitted to the Regulations Control Staff 13 February and have been in coordination with the General Counsel and others since that time. HPAM has primary responsibility for the regulation on Manpower Controls [REDACTED] although it was drafted originally in the Office of

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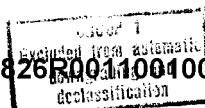
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**SUBJECT: Inspector General's Survey of the Office of Personnel**

25X1A Personnel; we have concurred in several drafts of this regulation but each time it has been withdrawn for additional revisions and we understand this is the situation at present. The revision of Involuntary Separations [REDACTED] was reviewed by the DECI on 6 July and is being modified to incorporate several changes he suggested; it should be ready for formal Agency coordination very soon.

25X1A With respect to the other pending revisions mentioned in the text of the IG Survey:

- 25X1A (1) [REDACTED] on Personnel Policy Objectives is still in preparation but should be forthcoming in the near future.
- (2) [REDACTED] on Career Services was published 18 May 1964.
- (3) Plans to issue a regulation on Career Planning have been cancelled, at least for the present, and [REDACTED] has been reserved for other possible use.

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b. Action has been initiated to rescind all outstanding Confidential Fund Regulations. A Notice to this effect was sent out for formal Agency coordination 16 July with the explanation that the Notice will be issued simultaneously with publication of HR [REDACTED] on Pay (which has been in formal coordination since 23 March).

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SIGNED

[REDACTED]  
Chief, Plans and Review Staff

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25X1A OP:PRS [REDACTED] sab (13 July 1964)